

**EDVR**  
Enlisted  
Distribution  
and  
Verification  
Report

Reference: Enlisted Distribution  
and Verification Report User's  
Manual (EDVRMAN) 01 Mar  
1999

# EDVR

- Monthly statement of an activity's enlisted personnel account.
- Lists all individuals assigned and provides:
  - Summary by distribution community of the present and future manning status of the activity.
  - Common reference for communicating manning status between an activity and its MCA.
  - A statement of account for verification by the Personnel and Pay Support UIC activity.
  - Permanent historical record of an activity's enlisted personnel account.

# EDVR Cover Page

- Information displayed on the front and reverse cover page of the EDVR.
  - Activity Postal Address.
  - Plain Language Address.
  - Activity contact telephone numbers.
  - EPMAC Placement Department telephone numbers.
  - EPMAC Facsimile (FAX) telephone numbers.
  - EPMAC Bulletin Board System (BBS).
  - EPMAC Electronic Mail addresses.
  - Activity Berthing Data (ships only).

# EDVR

## Organization

- Organized into 12 Sections:
  - Sections 1-3 contain information extracted from the account because it requires special attention or action by the activity. They also identify future personnel events. EDVR section 3 contains an alphabetic listing of all enlisted members assigned to the activity.
  - Section 4 contains the total personnel account of the activity, including those members reflected in sections 1-3.
  - Section 5 contains the Personnel Status Summary.

# EDVR

## Organization

- Organization continued:
  - Section 6 contains Distribution Navy Enlisted Classification Code (DNEC) Management.
  - Section 7 contains NEC Billet and Personnel Inventory.
  - Section 8 contains a list of individuals who are qualified in NECs.
  - Sections 9 and 10 contain the Diary Message Summary and Duty Preference Listing, respectively.

# EDVR

## Organization

- Organization continued:
  - Section 11 contains individual security data, citizenship code, involuntary extension months, Pay Entry Base Date (PEBD, Time in Rate (TIR), Advancement Effective Date, and FORMAN Status and Action Date.
  - Section 12 contains a listing of both officer and enlisted personnel in an embarked or TAD status. This listing also includes commands that are embarked onboard another command.

# Organization: Columns

## A - M

- Column A Special Category B Special Program Indicator C Designator D Limited Duty Designator E Name F Social Security Number G Sex Code H Actual Rate I Exceptional Family Member (EFM) J Assigned Rate K Special Duty Assignment Pay L Distribution DNEC1/DNEC2 M Inventory NEC (INEC1/INEC2)

# Organization: Columns

## N - Z

- Column N Dependents O  
Dependents on Station (collocation data) P  
Active Duty Service Date Q Branch and Class  
R Total Operative Extensions S Active  
Duty Obligation T Expiration of Reserve  
Enlistment U Projected Rotation Date V  
Sea/Shore Duty Commencement Date W Date  
Received X Duty Status Y Duty Status  
Effective Date Z Estimated Date of  
Arrival/Loss



# Organization: Columns

## 1 -4

- Column 1 Prospective Gain/Loss  
Authority 2 EDVR Section Flag 3  
UIC From/To 4 Verify Remarks or PG  
PPSUIC
- Exception: EDVR for activity accounts with a MCA code of “X” (Others, Patients and Students) will not contain information in EDVR sections 1, 2 and 5 through 8. This type of account will only contain information in sections 3, 4, 9, 10, 11 and 12.

Sections 1 through 3 show information that requires special attention and may require action by the activity.

# Section 1

- PROSPECTIVE GAINS:
  - Expired prospective gains
  - Current prospective gains
  - Future prospective gains

Compare estimated date of arrival on STO/STD to the date on the EDVR. Prior to submitting a Failed to Report, contact the last duty station to determine member's status.

# Prospective Gains

The system has a built-in DNEC to NEC inventory discrepancy flag process. This system will alert the activity on the need to verify the prospective gain's NEC inventory.

# Section 2

- PROSPECTIVE LOSSES:

Lists all members with expected losses within 10 months due to:

- Transfer directives
- Expiration of Active Obligated Service (EAOS)
- Projected Rotation Dates (PRDs)
- High Year Tenure (HYT)

Members whose status places them in more than one of these categories will display in each category as appropriate.

## Prospective Losses

Members considered as careerists are charged against an activity's account until their PRD and not just EAOS.

Report by message to the appropriate ACA (info EPMAC) of those not desiring reenlistment or extension as soon as possible after determination of member's intent. Submit an Enlisted Manning Inquiry if member's EAOS is within four months and the loss will reduce manning below authorized NMP

# Section 3

Lists members not appearing in sections 1 or 2 who are onboard for temporary duty, in a deserter status, or who have been administratively dropped from Navy Strength Accounts. Also lists alphabetically all members in the activity's personnel account regardless of status.

This alphabetic list may be used instead of section 4 to verify the EDVR for MCA "X" accounts.

ACC 109 identifies members who remain on an activity's account in a deserter status. ACC 109 is assigned by NACIC upon receipt of a message declaring a member a deserter. Declared deserters remain in this ACC until they are reported as returned to military control at which time NACIC will adjust the ACC to reflect the correct onboard status. Personnel in ACC 109 are not counted as onboard strength and are not charged against the activity's manning.



Section 4 will be used by the Pay and Personnel Support UIC (PPSUIC) activity every month to verify all items listed under “Verify Remarks” (Column 4).

## Section 4

- Lists total personnel onboard in distribution community sequence (rating and NEC, except ACC 109, 391, or 393) along with their numeric summaries, by pay grade, of all members Current On Board (COB) or Projected On Board (POB) for next nine months.

# Section 4

- Review all events/transactions submitted to verify that they have correctly applied. If an event/transaction is not reflected in the new EDVR, one of the following corrective actions is required:
  - If the event/transaction was properly submitted, resubmit the event/transaction.
  - If original event/transaction was in error, resubmit using the correct information.
  - If event/transaction required submission of a NAVPERS document instead of a SDS or DMRS event/transaction, submit the proper NAVPERS document.

# Section 4

- If data in the new EDVR is in error, submit corrections per section 15 of the EDVRMAN. Do not send copies of annotated or corrected EDVRs to either EPMAC or NAVPERSCOM.
- Personnel deleted from new EDVR without action by the command. Notify EPMAC 463 by letter or message. State all known facts and request that member be regained to the account.
- Personnel appearing in the new EDVR in an onboard status and not actually onboard. Notify EPMAC 463 by letter or message. State all known facts and request that member be removed from the account.

## Section 4

- Monthly Accounting Period Ending Date for the EDVR:
  - Established before the EDVR is produced.
  - Tuesday of the last full week of each month.
- Events/transactions submitted after each month's Accounting Period Ending Date will not be reflected until the next EDVR.

# EDVR

Sections 5 through 7 are numeric summaries provided for use by the activity's personnel managers.

# Section 5

- Personnel Status Summary
  - Numeric summary showing:  
Billets Authorized (BA)  
M-day plus 1 month (M+1)  
Navy Manning Plan (NMP)  
Summary of members onboard  
and POB.

# Section 5

- NMP RULE

A two-position code that identifies the rules that are applied to the calculation of NMP for each rating at the activity.

First Position:

“9” indicates NMP for the rating was calculated on a fair share basis.

“2” indicates NMP was directed to equal billets authorized, pay grade for pay grade.



# Section 5

- NMP RULE

Second Position:

Indicates a rating's authorized manning priority.

“O” means no priority.

“1” or “2” means CNO priority 1 or 2 manning has been authorized by the CNO.

“3” means that CNO priority 3 manning has been authorized by the Manning Control Authority.

## Section 5

- Projected on Board

Personnel strength of the activity, month by month, for next nine months. Used by NPC, MCA and EPMAC personnel managers to measure manning posture of the activity.

P-9 NMP minus POB-9 determines additional personnel required to bring activity's onboard strength to NMP level. Requirements are shown as requisitions.

## Section 5

- Projected on Board

All planned losses are considered in computing POB-9 while only currently identified prospective gains are considered. This causes POB-9 to be a pessimistic figure.

# Section 5

- Requisitions:
  - “N” Requisitions
  - “P” Requisitions
  - “A” Requisitions

# SECTION 6

- Listing of NECs by rating for which an activity has billets authorized.
- CNO Billets Authorized Revision Number (except MCA “X” accounts).
- NEC Codes authorized by Distribution Community.
- Functional Area Codes used to describe personnel and billet requirements.

# Functional Area Codes (FAC)

- Single character alphanumeric codes used to identify billets requiring special consideration in personnel detailing, or positions requiring consideration in the hiring process.
- Codes may be found in the TFMMS Coding Directory. Look on NAVMAC website.

# Section 7

- NEC Billet and Personnel Inventory

Listing of NECs by rating for which the activity has billets authorized and reflects the totals for personnel distributed from the current month through nine months in the future.

The enlisted detailer will assign the initial DNEC as a mandatory part of the order writing process. Also responsible for all modifications to DNEC assignment while individual is in a prospective gain (PG) status.

# DNEC Discrepancies

Discrepancies in closed-loop or special program NECs are directed to the appropriate Assignment Control Authority.

Modifications to PCS orders for correction of DNEC are directed to the appropriate Assignment Control Authority

All other changes are directed to EPMAC Placement Coordinators.

NEC discrepancies in a command's Activity Manpower Document should be corrected per OPNAVINST 1000.16 series.



## Section 8

- NEC Inventory  
Lists all personnel onboard who have NECs. The file will only show five NECs currently listed in MAPMIS Enlisted Master Record and the current DNEC assignments.

## Section 9

- DMRS transactions received or reprocessed by EPMAC identified by:  
Name TAC  
SSNChange description  
Rank/Rate Occurrence
- Transactions containing errors may not be listed because they were rejected for research by EPMAC.

## Section 9

- Lists all date-time-groups of messages received by EPMAC during the month and any messages from the previous month that were received after that month's cut date.
- SDS events, unless specific to EPMAC (i.e., FORMAN Requests/SRB Requests/Sailing transactions) are not processed at EPMAC and therefore, are not listed.

## Section 10

- Duty Preference (DUPREF) Listing  
Reflects the encoded duty preferences, as recorded in NAVPERSCOM database.  
Intended strictly for verification purposes only. Not all activities will receive EDVR Section 10 every month; it will be available only when BUPERS furnishes EPMAC with duty preference information

# Section 10

- Four parts: 1) Notification of PRD and EAOS within 10 months from current date    2) Duty Preference Verification Listing    3) Identification of first term personnel reaching ADSD plus 18 months    4) Duty Preference on file

# **Section 11**

Section 11 displays security, citizenship, involuntary extension months, Pay Entry Base Date, Time-in-Rate, Advancement Effective Date, and FORMAN Status and Action Date. If any portion of the security data changes from previous EDVR, an asterisk will appear immediately after the grant date as a “flag” to verify information.

If other items have changed, an asterisk will appear after the changed information.

# Section 12

- TAD and Embarked Officer and Enlisted Personnel

Ship's company personnel absent on sailing.  
Embarked personnel/units

Foreign military and civilians are included.

Personnel assigned on board in TAD status

- Information is used by personnel managers to quickly determine non-ship's company and units embarked and ship's company personnel absent on sailing when ships or units get underway. Accuracy is essential.

# Section 12

- If activities and/or personnel are no longer embarked, submit appropriate debarked transactions per formats and samples in DMRSMAN.
- Expired Status Flag: Three asterisks in this column indicate the estimated TAD stop date has expired.
- If personnel are still embarked in a TAD status, review estimated stop date and, if appropriate, submit “CTAD” or “DTAD” TACs per the DMRSMAN.



# Corrective Actions

- Diary Message Reporting System TAC
- SDS Event
- Optical Character Recognition Documents (NAVCOMPT/NAVPERs Forms)
- Letter
- Message

Refer to MAPMIS Decision Logic Table in EDVRMAN.

# EDVRMAN & DMRSMAN

- The EDVRMAN and the DMRSMAN can be downloaded from the EPMAC website at [WWW.EPMAC.NOLA.NAVY.MIL](http://WWW.EPMAC.NOLA.NAVY.MIL) under “Downloads”.

# **EPMAC CODE 463**

## **POINT OF CONTACTS**

**EP 463: PNCS(SW/AW)  
Lewis**

**DSN: 678-0799**

**EP 463A: Ms. James DSN:  
678-1643**

**EP 463B: Ms. Walls DSN:  
678-5497**

# COMMON ERRORS

- DMRS messages sent to an incorrect plain language address. Messages should be addressed to: EPMAC  
Diary New Orleans LA
- SSN and name do not agree. SSN is incorrect and/or name is misspelled.
- Incorrect format

# FAQ

## Most Frequently Asked Questions by Field Activities

## **FAQ #1**

**Why did I receive a TAD Error Message? I submitted my sailing diary correctly.**

Spelling of member's name is often the problem along with an incorrect SSN. If a member's gain has not processed, their SSN will also error out if reported as Absent on Sailing

## FAQ #2

**After we sent a member TAD to another command, he disappeared from our EDVR. What happened?**

It is most likely that the member was gained by the activity in error. Contact the activity's Placement Coordinator for assistance.

## **FAQ #3**

**I erroneously gained a member in a Failed to Report status (ACC 101), now I can't get him off my EDVR. What should I do?**

**Contact your EPMAC Placement Coordinator for assistance.**



# FAQ #4

**Why is a member, who just reported on board last month, showing as a prospective loss on my EDVR?**

If the UIC in column 3 reflects the same UIC as the member is attached to, it may be that the member was received by the activity before his orders

## **FAQ #4 (continued)**

If column 3 is blank and an asterisk “\*” appears in column 2, the member may be reaching HYT. Comply with OPNAVINST 1160.5 series.

## **FAQ #5**

**How can I change a member's Special Program Indicator Code (SPI) and Special Category Code (SPECAT)?**

SPIs are normally used to identify TARs and ADSWs. Send correspondence to Pers 913 for TARs and Pers 4010E for ADSWs.

## **FAQ #5 (continued)**

SPECATs identify members that are under the direct detailing control of CHNAVPERs. Send correspondence to NRPC Code 30 for TARs and the appropriate Pers code appearing in ENLTLRANSMAN, Chapter 24 for USN.

# PCEDVR

- PCEDVR 1.0 for Windows 95/98/NT
- Download/install it from the EPMAC Website:  
[WWW.EPMAC.NOLA.NAVY.MIL](http://WWW.EPMAC.NOLA.NAVY.MIL)
- Click downloads
- Click on PCEDVR README.TXT for installation instructions.
- Click on PCEDVR 1.0 for Windows 95/98/NT to begin installation.

# WILDCAT NAVIGATOR

- Program allows you to log on to the EPMAC Bulletin Board System to download your EDVR Data.
- Download/install it from EPMAC Website.
- Click on downloads.
- Click on Wildcat Navigator for Windows 95/95/NT

# **POINT OF CONTACT**

- **Mr. Cambel DSN: 678-1157**

- **EMAIL ADDRESS:  
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